

NEW YORK TRANSIT MUSEUM

POSTING DATE: 08/01/22

JOB TITLE: Coney Island Digitization Project Archivist

POSITIONS AVAILABLE: 1

SALARY AND COMPENSATION: \$30 an hour, anticipated 20 hours per week

START DATE: 09/22

SUMMARY:

The New York Transit Museum is seeking an experienced part-time grant-funded project archivist to process and digitize materials relating to the transit history of Coney Island and its surrounding area. The project archivist will work closely with the Museum's Acting Collections Manager in determining and creating an aggregated digital collection of catalog records to be included in our searchable online database.

RESPONSIBILITIES:

- Process collections, e.g. arrangement, rehousing, identification of materials for digitization
- Digitizing negatives, contact sheets, and photographic prints; i.e. fragile materials
- Establishing best practices, standards, and review of cataloging procedures for digital materials
- Catalog archival material at collection, series, or item levels.

QUALIFICATIONS:

- Master's degree from an accredited college or university in museum studies, library & information studies, archival studies, history, or closely related field preferred
- Knowledge or interest in New York history, preferably transportation history
- Experience using PastPerfect Museum Software (PastPerfect Web Edition is preferred)
- Experience in digitizing negatives, contact sheets, and photographic prints; i.e. fragile materials
- Knowledge of best practices in handling and preservation of archival material
- Knowledge of archival metadata standards and authorities such as DACS, and LCSH
- Other skills include Microsoft Office, Photoshop, and an overall familiarity with Collection Management Systems
- Effective verbal and written communication skills
- Strong organizational skills, and impeccable attention to detail
- Ability to work independently

APPLICATION:

Qualified individuals interested in this position must apply by e-mail. Resume and cover letter should be sent as .doc or PDF to Daniel Brenner, Acting Collections Manager: daniel.brenner@nyct.com. Please specify

subject heading as Coney Island Digitization Project Archivist. Due to high volume of applicants, only those who qualify for an interview will be contacted.

SUBMISSION DEADLINE: 08/31/22

ABOUT THE NEW YORK TRANSIT MUSEUM:

The New York Transit Museum is the largest museum in the United States devoted to urban public transportation history, and one of the premier institutions of its kind in the world. The Museum explores the development of the greater New York metropolitan region through the presentation of exhibitions, tours, educational programs, and workshops dealing with the cultural, social, and technological history of public transportation. Since its inception 46 years ago, the Museum, housed in a historic 1936 IND subway station in Downtown Brooklyn, has grown in scope and popularity. As custodian and interpreter of the region's extensive public transportation networks, the Museum strives to share, through its public programs, this rich and vibrant history with local, regional, and international audiences.

The New York Transit Museum Archive collects, preserves, and presents material relating to the region's public transportation, past and present, focusing on the agencies of the Metropolitan Transportation Authority and their predecessor companies. Established in 1976, the Transit Museum currently holds a collection of more than 4,300 cubic feet of historical records and approximately 8,000 artifacts, including historic vehicles.

Friends of the New York Transit Museum is an equal opportunity employer.

The New York Transit Museum is fully committed to equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age, disability, predisposing genetic characteristic, gender identity and expression, pregnancy, veteran or military status, marital/familial/partnership/caregiver status, status as a victim of domestic violence, stalking and/or sex offenses, or any legally protected basis. The museum welcomes and encourages qualified candidates from all backgrounds to apply.

COVID-19 VACCINE REQUIREMENT:

In accordance with NYC law and in order to protect our employees and continue to provide safe and reliable service to our communities, we are requiring all new hires to be fully vaccinated against COVID-19 prior to their start date. We will consider exceptions for religious and medical reasons, where appropriate. "Fully vaccinated" means you must have both doses of a 2-dose vaccine and two weeks have elapsed since the second dose or have received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose. Proof of your vaccination status in the form of a CDC vaccine card must be submitted prior to your start date.